

WOW WORKFORCE DEVELOPMENT BOARD

MEETING MINUTES



Date: September 26, 2019

Location: HUSCO International
2239 Pewaukee Road, Waukesha, WI 53188

Members Present: Bonnie Baerwald, John Bloor, Wilma Bonaparte, Nate Butt, Tom Dieckelman, John Heyer, Lisa Geason-Bauer, Tom Hostad, Robert Jessel, Grace Kostroski, John Krause, Deanna Krell, Kim Lane, Sheree Larson, Laneice McGee, Richard Oakes, Tim Ploetz, Antwayne Robertson, Dawn Schicker, Kathleen Schilling, Kurt Schmidt, Angela Stemo, Carole Witkowski

Others Present: Laura Catherman, Beth Norris, Danielle Igielski, Cindy Simons, Terri Phillips

Mr. Heyer called the meeting to order at 7:32 am.

Review and Approval of Meeting Minutes

Mr. Schmidt moved to approve the June 13, 2019 meeting minutes as presented. Ms. Baerwald seconded. The motion carried unanimously.

Executive Report

Ms. Catherman reported on the following items:

- Unemployment rate (3.1%) and labor force data for the WOW area through July 2019
- Workforce Innovation and Opportunity Act (WIOA) Title 1 Primary Indicators of Performance – Q4 FY2018-19
- WOW WIOA Title 1 Program Outcomes and Demographics – Q4 FY2018-19

Ms. Catherman also provided updates on the Department of Workforce Development's monitoring report, TheWorkforceNetwork.com site update and marketing plan, and one-stop building plans.

Review and Approval of WOWWDB Financial Report

Ms. Igielski presented the WOWWDB Financial Report for July 1, 2018 – June 30, 2019. Ms. Igielski provided updates on expenditures for year-end and noted the new year-end report format.

Mr. Bloor moved to approve the WOWWDB Financial Report as presented. Ms. Geason-Bauer seconded. The motion carried unanimously.

Review and Approval of Revised Fiscal Year 2019-2020 Budget

Ms. Catherman provided an overview of final WIOA and Windows to Work funding allocations and updated carryover amounts. Both Wisconsin's and WOW's share of funding has decreased during the five-year period due to strong economic conditions. The revised budget was updated to include the final allocations and updated carryover amounts. The draft budget was presented and approved by the board in June.

Ms. Kostroski moved to approve the revised fiscal year 2019-2020 draft budget. Ms. Geason-Bauer. Seconded. The motion carried unanimously.

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Review and Approval of WIOA Local Policies

At the December 6, 2018 board meeting, the board decided to review and streamline local WIOA policies in batches throughout 2019. Ms. Catherman provided an overview of the batch of five policies and recommended that three policies be archived due to them no longer being required or containing policy information that is now included in state WIOA policies, and two policies be revised to add additional details.

Mr. Ploetz moved to approve the list of policies to be archived and modified. Mr. Robertson seconded. The motion carried unanimously.

Election of Officers

The Waukesha-Ozaukee-Washington Workforce Development Board elects a Chair and Vice-Chair annually. By federal law, the Chair and Vice-Chair must be a private sector business representative on the Board. Two nominees were received – Dawn Schicker for Chair and Lisa Geason-Bauer for Vice Chair.

Ms. Catherman called for additional nominations from the floor for the Chair position. With no nominations, Ms. Geason-Bauer motioned to close nominations. Ms. Witkowski seconded. The motion passed unanimously. With one nomination, Ms. Geason-Bauer motioned to approve Dawn Schicker as Chair of the board. Mr. Robertson seconded the motion. The motion passed unanimously.

Ms. Catherman called for additional nominations from the floor for the Vice Chair position. With no nominations, Ms. Witkowski motioned to close nominations. Ms. Lane seconded. The motion passed unanimously. With one nomination, Mr. Robertson motioned to approve Lisa Geason-Bauer as Vice Chair of the board. Mr. Schmidt seconded the motion. The motion passed unanimously.

Other Business

Lisa Geason-Bauer announced that she and Ms. Catherman would be co-teaching a webinar for the Wisconsin Sustainable Business Council in October with a focus on employee engagement as well as recruitment and retention.

Strategic Planning Facilitation

Ms. Phillips facilitated strategic planning activities which included a reflection and brainstorming on the past, present, and future. The board discussed opportunities, strengths, weaknesses and more. Ms. Phillips indicated that she would prepare a summary report for the board.

The meeting adjourned at 9:58 am.

Respectfully submitted by:



Laura Catherman